

**PROFESSIONAL
REQUEST FOR PROPOSALS
REQUEST FOR QUALIFICATIONS**

The Township of Pennsauken is seeking sealed proposals for professional services. All proposals are to be returned to Pamela Scott-Forman, RMC Township Clerk Township of Pennsauken, Pennsauken Municipal Bldg. 5605 N. Crescent Blvd. Pennsauken, NJ 08110. Proposals sent by mail shall be addressed as indicated above and shall be clearly marked on the envelope. All proposals are due on or before **Wednesday, November 8, 2023 at 12:00 noon** at which time they will be publicly opened and read aloud by the Municipal Clerk. The Township Committee will be the sole discretionary body for consideration or rejection of the proposals. This contract shall be awarded based on price and other factors including but not limited to experience, education, and special accreditations. This service is exempt from formal bidding in accordance with N.J.S.A. 40A:11-5a.

All appointments to provide professional services shall be in the name of an individual authorized or licensed to practice said profession or service. The name of a company or firm may follow the name of the individual.

Applicants wishing to submit multiple proposals for various appointments may do so by completing the attached **Multiple Submission Form**.

Submissions

Applicant shall provide *two complete proposal packages*. Each submission to be considered shall comply with the criteria set forth herein:

1. Should the applicant be a professional requiring licensure in the State of New Jersey, said applicant shall be licensed for a period of not less than ten years. A copy of the license shall be included with your proposal.
2. The applicant must submit a current "Certificate of Good Standing" or other similar document evidencing that the professional's license is not presently suspended or revoked.

3. The applicant shall submit a resume', which shall set forth information, including, but not limited to, the following (as applicable to an individual professional and business entity):

- a. Full name of applicant and business address,
 - b. A listing of all post high school education of the applicant,
 - c. Dates of licensure in the State of New Jersey and any other state,
 - d. A listing of any professional affiliations or memberships in any professional, societies or organizations, with an indication as to any offices held therein,
 - e. The number of licensed professionals employed by/affiliated with the business entity which employs the applicant,
 - f. A listing of all special accreditations held by the individual licensed professional or business entity which employs the applicant,
 - g. A listing of all previous public entities served by the business entity and licensed professional indicating the dates, services, and position held.
4. The applicant shall provide a fee schedule including hourly rates. Proposals with rates higher than \$125.00 per hour may not be considered. All other rates or fees requested to be considered in this contract shall be submitted with the proposal. The Township shall be under no obligation to provide rent, equipment, utilities, telephone, stationery, supplies, clerical staff nor other items generally assumed to be included in the overhead costs of a law office. The Township shall not reimburse tolls and mileage charges and these reimbursements shall be included in the proposed hourly rates.
5. The applicant MUST label the exterior of the package with "RFP
And the professional service you are seeking"
6. If the applicants will be using a representative or designee those individuals should be named in the proposal.

Ownership Disclosure

If bidder is a corporation or partnership, there must accompany its bid, a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten (10%) percent, or more of its stock, of any class, or of all individual partners in the partnership who own a ten (10%) percent or greater interest therein. If one or more stockholders or partnership, the stockholders holding ten (10%)

percent or more of that corporation's stock, or the individual partner owning ten (10%) percent, or greater interest in that partnership, must be set forth as aforesaid.

Term of Contract

The term of this contract shall be one year from the date of appointment or until a successor is appointed. Continuation of the terms of this contract beyond the fiscal year is contingent upon availability of funds in the following year's budget. This contract is being issued pursuant to a fair and open process in accordance with N.J.S.A 19:44A-20.5 et seq.

Form of Contract

A **SAMPLE** form of contract has been provided for your review. Any applicant taking exception to this form of contract must submit said exceptions with their proposal. The Township may or may not agree to such exceptions as may be in the best interest of the Township.

The successful applicant shall be required to execute and return to the Township an executed contract and all required evidence and documents required by this RFP within twenty one (21) days of receipt of the contract provided by the Township. The Professional shall be determined to be in default for failure to provide the required signed contract, evidence and documents in the time frame specified and the contract may be awarded to another professional. When mutually agreed upon, this limit may be extended.

Contract Required Documentation:

- ☐ Rate schedule in accordance with proposal and award;
- ☐ Proof of insurance and a hold harmless agreement as per instructions;
- ☐ Proof that you are authorized or licensed to practice the particular profession to which you were appointed; and Current Certificate of Good Standing when applicable;
- ☐ **ONE** of the following three documents prior to execution of your contract:
 1. **Letter of Federal Affirmative Action Plan Approval**
 2. **Certificate of Employee Information Report**
 3. **Employee Information Report Form AA302**

Insurance

Applicable insurance certificates must be furnished by the successful professional naming the Township as an additional insured and/or certificate holder, prior to commencement of work.

P.L. 1975 c.127 (N.J.A.C.17:27)

Mandatory Affirmative Action Language

During the performance of this contract, the contractor agrees to comply with all the requirements of N.J.S.A. 10:5-31 et seq and N.J.A.C. 17:27 in accordance with attached Exhibit A.

Each contractor shall submit to the Township after notification of award but prior to execution of contract, one of the following documents:

1. A photocopy of a valid letter that the contractor is operating under a Federally approved or sanctioned affirmative action program; or
2. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4.3; or
3. A photocopy of an Employee Report (Form AA302) completed by the contractor in accordance with N.J.A.C. 17:27-4.3 (goods service professional contracts)

New Jersey Business Registration Requirements

In accordance with P.L. 2004 c.57, bidder should provide with their proposal a Business Registration Certificate issued by the State of New Jersey. A Business Registration Certificate must be provided prior to award.

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract:

1. The contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
2. prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors and suppliers or attest that none was used; and
3. during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit, to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency pursuant to N.J.S.A 54:49-4.1. Information on the law and its requirements are available by calling 609-292-9292.

Proposal Evaluation

Proposals will be evaluated by the Township based upon the following criteria;

- Experience and Reputation in the field.
- Education and/or special accreditations in the field.
- Availability of sufficient personnel and other resources to provide the service
- Compensation proposal
- Other factors which may be in the best interest of the Township.

Disclosure of Contributions

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year.

Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

STATEMENT OF OWNERSHIP
(OWNERSHIP DISCLOSURE CERTIFICATION)

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

**This Statement Shall Be Included with
All Bid and Proposal Submissions**

Name of Business: _____

Address of Business: _____

Name of person completing this form: _____

N.J.S.A. 52:25-24.2:

"No corporation, partnership, or limited liability company shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or proposal, or accompanying the bid or proposal of said corporation, said partnership, or said limited liability company there is submitted a statement setting forth the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be.

If one or more such stockholder or partner or member is itself a corporation or partnership or limited liability company, the stockholders holding 10 percent or more of that corporation's stock, or the individual partners owning 10 percent or greater interest in that partnership, or the members owning 10 percent or greater interest in that limited liability company, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member, exceeding the 10 percent ownership criteria established in this act, has been listed.

To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest."

The Attorney General has advised that the provisions of N.J.S.A. 52:25-24.2, which refer to corporations and partnerships apply to limited partnerships, limited liability partnerships, and Subchapter S corporations.

This Ownership Disclosure Certification form shall be completed, signed and notarized.

Failure of the bidder/proposer to submit the required information is cause for automatic rejection of the bid or proposal

Part I

Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, sign and notarize at the end)
- ☐ Non-Profit Corporation (skip Parts II and III, sign and notarize at the end)
- ☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership
- ☐ Limited Liability Company
- ☐ For-profit Corporation (including Subchapters C and S or Professional Corporation)
- ☐ Other (be specific): _____

Part II

- ☐ I certify that the list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be.

OR

- ☐ I certify that no one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or that no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be.

Sign and notarize the form below, and, if necessary, complete the list below. (Please attach additional sheets if more space is needed):

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Part III - Any Direct or Indirect Parent Entity Which is Publicly Traded:

“To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest.”

☐ Pages attached with name and address of each publicly traded entity as well as the name and address of each person that holds a 10 percent or greater beneficial interest.

OR

☐ Submit here the links to the Websites (URLs) containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent.

AND

☐ Submit here the relevant page numbers of the filings containing the information on each person holding a 10 percent or greater beneficial interest.

Subscribed and sworn before me this ____ day of _____, 2 _____.

(Affiant)

(Notary Public)

My Commission expires: _____
(Print name of affiant and title if applicable)

(Corporate Seal if a Corporation)

Multiple Submission Form

If the professional is submitting proposals for more than one position, please complete this form. Please place a check next to each position you are submitting a proposal for. Please provide the name of the individual for each position. Your submission should include the required information for each individual.

By signing this form, you are affirming you have read each of the Requests For Proposals and agree to the terms of each RFP as fully as if each proposal was submitted individually.

<input checked="" type="checkbox"/> Check Below	Name of RFP	Individual Named
	Municipal Attorney	
	Municipal Labor Counsel	
	Municipal Bond Counsel	
	Counsel Workers Compensation	
	Administrative Hearing Officer	
	Conflicts / Special Counsel	
	Municipal Court Prosecutor	
	Municipal Public Defender	
	Municipal Auditor	
	Financial Advisor	
	Consulting Engineer	
	Consulting Environmental Engineer	
	Insurance Brooker	
	Brooker of Record Employee Benefits	
	Real Estate	
	Title Company	
	Township Appraiser	
	Township Physician	
	Director Public Relations	
	Computer & Computer Network Consultant	
	Computer & Computer Network Consultant for Police	
	Animal Control Services	

Signature

Print Name

Date

**HOLD HARMLESS CLAUSE
TOWNSHIP OF PENNSAUKEN**

_____ (*Vendor's Company Name*) will protect, indemnify, and hold harmless the Township of Pennsauken from and against any and all losses, claims, penalties, damages, settlements, cost, charges, professional fees, or other expenses or liabilities arising out of or resulting from the performance of the work or the completed operations, including any such claims for damage, loss, or expenses resulting in bodily injury, sickness, disease, or death, or to injury to or destruction of the tangible property, including the loss of the use resulting therefrom, and which is caused in whole or in part by any negligent or willful act or omission by _____
_____. (*Vendor's Company Name*)

Signature

Title

Date

Form of Contract
Administrative Hearing Officer

This Agreement entered into this ____ day of _____ 20__, by and between the Township of Winslow (hereinafter referred to as the "Township") and (**Name of Attorney**) (hereinafter referred to as "Attorney) of the firm (*Enter name of firm*).

WITNESSETH:

Whereas, the **Township** is in need of an Administrative Hearing Officer and is authorized pursuant to NJSA 40A:11-5 to enter into said contract without formal bidding, and

Whereas the attorney above named is an attorney licensed to practice law in the State of New Jersey and who maintains an office located at (full address of attorney's office)

_____, and

Whereas, this contract has been advertised and awarded pursuant to a fair and open process in accordance with N.J.S.A 19:44A-20.4 et seq.

Now, therefore, in consideration of the mutual promises, conditions and obligations contained herein as follows:

1. The term of this agreement is for one year from the date of appointing resolution or until a successor is appointed.
2. The **Attorney**, representative or designee agrees to serve as Administrative Hearing Officer for the Township of Winslow for the term of this agreement.
3. The decision of the Administrative Hearing Officer shall be the final decision on behalf of the **Township**.

4. The Township agrees to pay the Administrative Hearing Officer for services rendered one hundred twenty five dollars (\$125.00) per hour.
5. During the performance of this contract, the Attorney agrees to comply with all the requirements of N.J.S.A. 10:5-31 et seq and N.J.A.C. 17:27 in accordance with attached Exhibit A.
6. Attorney agrees to maintain professional liability insurance in the amount of \$1,000,000 and name the Township additionally insured and/or certificate holder. Professional shall also maintain general liability and workers compensation insurance. Proof of coverage shall be attached to this agreement.
7. The Attorney agrees to defend, indemnify and save harmless the Township of Winslow, its officers, agents and servants and each and every one of them against and from all suits and cost of every name and description, and from all damages to which said Township of Winslow or any of its officers, agents or servants may be put by reason of injury to the person or property of others resulting from carelessness in the performance of said work, or through the negligence of the Contractor, or through any improper or defective machinery, implements or appliances used by said Contractor in the aforesaid work or through any act or omission on the part of said Contractor, his agent or agents. This provision applies regardless of whether insurance coverage is provided.
8. It is hereby agreed that **(Name of Attorney)**, representative or designee will not undertake the performance and/or provide services which exceed designated purchase orders for those services without the express written authorization of the Township.
9. This Contract is governed by the laws of the State of New Jersey.
10. During the term of this contract the professional agrees to comply with Chapter 52, Article VI of the Code of the Township of Winslow entitled "Political Contributions by Professional Business Entities; Transfer of Contributions".

Dated:_____

TOWNSHIP OF WINSLOW

BY:

Pennsauken Township Mayor

ATTEST:

Pamela Scott-Forman, RMC
Municipal Clerk
(Seal)

BY:

(Name of Attorney)

ATTEST:

(Type or Print Name)

(REVISED 4/10)

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**

EXHIBIT D: DISCLOSURE OF INVESTMENT ACTIVITIES IRAN

Proposer: _____

Pursuant to Public Law 2012, c 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, in not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of principles which are the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to submit a proposal:

☐ is not providing goods or services of \$20,000.00 or more in energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran,

AND

☐ is not a financial institution that extends \$20,000.00 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Township of Winslow under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlines above by completing the boxes below.

Name: _____	Relationship to Proposer: _____
Description of Activities: _____	

Duration of Engagement: _____	Contact Phone No.: _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the Township of Winslow is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Township of Winslow and that the Township at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name: _____ Signature: _____

Title: _____ Date: _____

PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED BY ESTABLISHED QUALIFICATION CRITERIA

The Township of Pennsauken (hereinafter the "Township") solicits statements of qualification from applicants for appointment to the following listed professional positions. Responses should address the general criteria and mandatory minimum criteria for the position sought. All responses will be treated as confidential and reviewed only by the governing body, unless otherwise required by law.

Responses must be received in the Office of the Township Clerk, 5605 North Crescent Boulevard, Pennsauken, N.J. 08110, **no later than 12:00 PM, Wednesday, November 8, 2023.**

All responses shall be opened and announced publicly, immediately thereafter by the Township Administrator or his representative. Responses will be reviewed by the governing body. All appointments will be announced at a public meeting. Unless otherwise noted appointments shall be for calendar year of **2024** or until a successor is duly appointed and are subject to the execution of an appropriate contract.

Late submissions will not be accepted and will be returned unopened. No oral, written or other form of amendment will be accepted by the Township after this time, unless requested by the Township. The Township reserves the right to reject any or all submissions, to waive any requirements of the RFP and to modify or amend, with the consent of the respondent, submissions. All submissions become the property of the Township.

Submissions which, in the sole judgment of the Authority, fail to meet the requirements of the RFP or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

SELECTION PROCESS

Non-responsive and late responses will be rejected without evaluation. For vendors that satisfy "Minimum Requirements" and "Mandatory Contents of Proposal" evaluations will be made by the Township on the basis of that which is the most advantageous, price and other factors considered. The evaluation will consider the criteria of experience and reputation in the field, professional expertise, including accreditation, licensing and/or membership in appropriate professional associations, knowledge of the Township and the subject matter to be addressed under the contract, past performance on other work for the Township, availability to accommodate any required meetings of the Township, availability of personnel and other resources to do the work on the schedule set forth by the Township, designated professional and support staff and location of offices, strength of assurances of performance provided, if required, financial stability and strength of the submitting firm, on-going criminal investigations or litigation, references in general,

insurance provided, fee and compensation proposal, and other factors as demonstrated to be in the best interest of the Township.

In addition Responses will be evaluated using the following criteria: (i) qualifications of the Respondent and proposed subcontractor(s) based upon (a) experience in providing the desired services and (b) personnel qualifications and experience of the respondent and its staff; (ii) references; (iii) proposed costs and other charges (if any); and (iv) familiarity with the Township and its requirements.

Selection of the award shall be based solely on the Township's evaluation of the submissions and the criteria.

The Township holds and may at its sole discretion, exercise the following rights and options with respect to this Request for proposals:

1. To interview the most qualified respondents.
2. To negotiate the terms and conditions of the contract to obtain the most advantageous situation for the Township.
3. To reject any or all submissions and to waive information required in the RFP is explicitly reserved by the Township
4. To issue additional solicitations for proposals and/or amendments to the RFP.
5. To modify dates.
6. To enter into agreements for only portions (or to not enter into an agreement for any) of the services contemplated by the proposal submitted.
7. All proposals prepared in response to this RFP are at the sole expense of the Proposer, and with the express understanding that there will be no claim, whatsoever, for reimbursement from the Township for the expense of preparation.
8. Proposals submitted in response to this RFP may contain technical, financial, or other data whose public disclosure could cause substantial injury to a Proposer's competitive position or constitute a trade secret. To protect these data from disclosure, the Proposer should specifically identify the pages of the proposal that contain such information, by properly marking the applicable pages and inserting the following notice in the front of its proposal. The Township Will not honor any attempt by a Proposer either to designate its entire proposal as proprietary and/or to claim copyright protection for its entire proposal.

All detailed information and "packet" are available on the Township's webpage beginning Wednesday, October 8, 2023 located at www.Pennsauken.gov

DISCLAIMER

"The contents and information provided in this Request for Proposals (RFP) is meant to provide general information to interested parties. The successful Proposers shall be required to execute an Agreement with the Township that will govern the rights, duties and obligations between the Township and the successful Proposer. ACCORDINGLY, THE TERMS SET FORTH WITHIN THIS REQUEST FOR PROPOSALS SHALL NOT

CONSTITUTE ANY CONTRACT BETWEEN THE TOWNSHIP AND THE SUCCESSFUL PROPOSER. MOREOVER, THE TOWNSHIP ACCEPTS NO RESPONSIBILITY FOR ANY OMISSIONS OR DELETIONS RELATING TO THIS REQUEST FOR PROPOSALS. However, the successful proposal will become part of the Agreement.”

Any questions regarding this solicitation or process should be submitted in writing to Township of Pennsauken Township Administrator, 5605 North Crescent Boulevard, Pennsauken, N.J. 08110.

MUNICIPAL ATTORNEY

GENERAL CRITERIA: The Township of Pennsauken desires to appoint a firm / municipal attorney who will be the chief, general legal officer of the Township. Applicants should demonstrate knowledge of general New Jersey municipal law, New Jersey redevelopment law, municipal labor relations law and municipal contract law. Any experience or knowledge of matters directly affecting the Township of Pennsauken should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment, and eligible to appear before all state and federal courts in New Jersey, as well as New Jersey administrative agencies and the Office of Administrative Law.
2. Must have a minimum of five (5) years' experience in the general representation of municipal governments or municipal, county, state or other governmental authorities.
3. Must list past and present municipal or government authorities represented.
4. Must be able to provide all general legal services required by the Township including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, preparation of contracts and other legal documents.

MUNICIPAL LABOR COUNSEL.

GENERAL CRITERIA: The Township of Pennsauken desires to appoint an attorney or firm who will be the Township's primary representative in all matters relating to labor relations. Applicants should demonstrate knowledge of and experience in the representation of public employers. Any experience or knowledge of matters that directly affect the Township of Pennsauken should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative agencies of the State of New Jersey for a period of not less than ten (10) years preceding the appointment.
2. Must have a minimum of seven (7) years experience representing public employers in labor relation matters.
3. Must be able to provide all services required by the Township including, but not limited to, legal research, preparation of legal memoranda, contracts and other legal documents.
4. Must list past and present public employers represented as Labor Counsel.

MUNICIPAL BOND COUNSEL

GENERAL CRITERIA: The Township of Pennsauken desires to appoint an attorney or firm who will be the primary legal representative of the Township in all matters relating to the issuance of public debt instruments including bonds and bond anticipation notes of the Township. The applicant should demonstrate knowledge of municipal bond and finance law. Any experience or knowledge of matters that directly affect the Township of Pennsauken should be addressed.

MANDATORY MINIMUM REQUIREMENTS.

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Must have a minimum of ten (10) years experience representing municipal entities in connection with the approval of bond ordinances and the issuance of municipal bonds and/or notes.
3. Must be able to provide all services required by the Township including, but not limited to, the preparation of all documents necessary and incidental to the issuance of bonds and other municipal obligations.
4. Must list past and present public entities represented as Bond Counsel.

COUNSEL - WORKERS COMPENSATION

GENERAL CRITERIA: The Township of Pennsauken desires to appoint one or more New Jersey licensed attorney or firm of attorneys to represent the Township of Pennsauken in the administration of its Workers Compensation Self-Insurance Plan, specifically to represent the Township of Pennsauken as an employer in the Courts of Workers Compensation in the State of New Jersey. Applicants are encouraged to submit information demonstrating particular knowledge relating to the representation of self-insured municipal governments in workers compensation actions. Any experience or knowledge of matters directly affecting the Township of Pennsauken should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Must have a minimum of seven (7) years experience representing respondents in workers compensation actions.
3. Must have a minimum of five (5) years experience in representing municipal governments as respondents in New Jersey workers compensation actions.
4. Must list past and present public entities represented in worker's compensation matters.

ADMINISTRATIVE HEARING OFFICER

GENERAL CRITERIA: The Township of Pennsauken desires to appoint a hearing officer who will provide general services as required by the Township of Pennsauken. Applicant should demonstrate experience and knowledge of the field of hearing officer particularly as it relates to overseeing legal matters in court or administrative proceedings.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Must have a minimum of seven (7) years' experience representing respondents in workers' compensation actions.

CONFLICTS / SPECIAL COUNSEL

GENERAL CRITERIA: The Township may from time to time require the services of one or more attorney(s) to represent the interest of the Township when the municipal attorney, labor or bond attorney has a conflict that would preclude representation of the Township. In addition, in the event there are matters requiring additional knowledge of areas of the practice of law or in the event that the volume of work requires additional counsel, the Township wishes to be prepared to meet those contingencies. Special experience in litigation, municipal finance, redevelopment law, environmental law and public entity labor law, will assist the Township in its effort to select attorneys who may best serve the Township's interest as the need may arise.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey for a period of not less than five (5) years preceding the proposed appointment, and eligible to appear before all state and federal courts in New Jersey, as well as New Jersey administrative agencies and the Office of Administrative Law.
2. Must have a minimum of five (5) years' experience in the general representation of municipal governments or municipal, county, state or other governmental authorities.
3. Must list experience in litigation, municipal finance, redevelopment law, environmental law and/or public entity labor law.
4. Must list past and present municipal or government authorities represented.

MUNICIPAL COURT CHIEF PROSECUTOR AND MUNICIPAL PROSECUTOR

GENERAL CRITERIA: The Township of Pennsauken desires to appoint a chief prosecutor who will be the chief legal representative of the State of New Jersey and the Township of Pennsauken in the prosecution of cases before the Municipal Court of the Township of Pennsauken and to appoint an additional prosecutor(s) who will serve at the direction of the chief prosecutor. The Applicants will also be responsible for prosecuting building department matters for the Township of Pennsauken. Applicants should demonstrate knowledge and experience in matters relating to prosecution before the municipal courts of the State of New Jersey. Any experience or knowledge of matters that directly affect the Township of Pennsauken, the building department of the Township of Pennsauken, or its municipal court should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than five (5) years preceding appointment.
2. Must have experience as a municipal court prosecutor.
3. Must provide a description of availability for municipal court sessions as scheduled in Pennsauken.
4. Must list other past and present municipal courts served as Prosecutor.

MUNICIPAL PUBLIC DEFENDER

GENERAL CRITERIA: The Township of Pennsauken desires to appoint an attorney at law who will be the principal public defender for those who qualify for public defender services in the Municipal Court of the Township of Pennsauken. Applicant should demonstrate knowledge and experience in the defense of matters in the municipal courts of the State of New Jersey. Any experience or knowledge of matters that directly affect the Township of Pennsauken or its municipal court should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than five (5) years preceding appointment.
2. Must have experience in the defense of persons before municipal courts of the State of New Jersey.
3. Must have experience as a municipal public defender in the municipal courts of the State of New Jersey.

MUNICIPAL AUDITORS

GENERAL CRITERIA: The Township of Pennsauken desires to appoint a firm of certified public accountants to act as municipal auditors for the Township of Pennsauken. Applicant should demonstrate knowledge of municipal auditing laws and regulations and experience in providing advice to municipal entities on records compliance issues. Any experience or knowledge of matters that directly affect the Township of Pennsauken should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. The firm must employ a minimum of ten (10) certified public accountants who have been licensed in that capacity for a period of not less than seven (7) years each prior to the date of appointment.
2. The firm must employ a minimum of five (5) registered municipal accountants licensed and qualified in that capacity for a minimum of five (5) years each prior to the appointment
3. Must have a minimum of ten (10) years' experience in providing auditing services to municipalities within the State of New Jersey.
4. Must maintain the current principal office within the State of New Jersey.
5. Must describe any special services available to municipal clients.
6. Must list all past and present municipal clients.

FINANCIAL ADVISOR

GENERAL CRITERIA: The Township of Pennsauken desires to appoint one or more a financial advisor(s) who will assist the Township of Pennsauken with any new development and redevelopment within the Township and to assist with the potential acquisition of real property. The Financial Advisor will also work with the Township with respect to the issuance of bonds, notes and other obligations. Entities should demonstrate knowledge of municipal finance law and financial practices with particular emphasis on the application of that knowledge and experience to redevelopment areas. Any experience or knowledge of matters that directly affect the Township of Pennsauken should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must have a minimum of ten (10) years' experience providing financial advisory services to municipal governments in New Jersey.
2. Must possess in-depth experience in municipal bond transactions.
3. Must have a minimum of at least one (1) principal with at least a master's degree in public administration or equivalent.
4. Must maintain a bona fide office in the State of New Jersey.
5. Must list all past and present municipal clients.

CONSULTING ENGINEERS

GENERAL CRITERIA: The Township of Pennsauken desires to appoint a firm or firms to provide consulting engineering services to the Township. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services required by a municipal entity. In addition, submitting professionals must demonstrate an ability to perform investigative, research and design services for the separation of combined sanitary and storm water sewers as the Township intends to pursue, jointly with the Pennsauken Sewerage Authority, a remedy to this particular problem as it affects Pennsauken. Any experience or knowledge of matters that directly affect the Township of Pennsauken should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be certified to provide engineering services in the State of New Jersey.
2. Must have a minimum of ten (10) years experience in providing consulting services to municipalities including demonstrated experience with road programs, drainage improvement projects, combined sewer projects, utility upgrades and replacement, public building improvement programs, recreational facilities, land surveying and mapping projects.
3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies with specific experience related to waterfront development permits and Brownfield sites preferred.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Township of Pennsauken including, but not limited to: civil engineers, land surveyors, planners, environmental scientists and construction administrators.
5. Must maintain a principal office location in close proximity to Pennsauken so as to be able to respond to emergent matters promptly.
6. Must be experienced in the preparation of grant applications.
7. Must have project managers with at least fifteen (15) years of municipal experience.
8. Must list past and present municipalities served as Consulting Engineer.

CONSULTING ENVIRONMENTAL ENGINEERS

GENERAL CRITERIA: The Township of Pennsauken desires to appoint a firm or firms to provide consulting engineering services to the Township with a particular

emphasis on specialized environmental issues. Applicants should demonstrate knowledge and experience with respect to all aspects of environmental engineering services required by a municipal entity. In the past the Township has consulted with a specialized environmental engineer with regard to new methods and technologies for stream bank stabilization, appropriate uses of environmentally compromised lands and environmental surveys. Any experience or knowledge of matters of this character or other matters that directly affect the Township of Pennsauken should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be certified to provide engineering services in the State of New Jersey.
2. Must have a minimum of ten (10) years experience in providing environmental engineering services to municipalities including demonstrated experience with storm water runoff, plant and wildlife surveys, remediation of compromised lands and assessments and introduction of new technologies to advance environmentally sensitive solutions.
3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies with specific experience related to waterfront development permits and Brownfield sites preferred.
4. Must maintain a staff of professionals sufficient to service the Township of Pennsauken including, but not limited to: planners and environmental scientists.
5. Must be experienced in the preparation of grant applications.
6. Must list past and present municipalities served as Consulting Environmental Engineer.

INSURANCE BROKER OF RECORD

GENERAL CRITERIA: The Township of Pennsauken desires to appoint an insurance broker of record responsible for the negotiation and placement of various insurance products required by the Township of Pennsauken including, but not limited to, general liability insurance, general property insurance, errors and omissions insurance, fleet motor vehicle insurance and others. Applicant should demonstrate an extensive knowledge of all insurance products required by municipal entities and available product lines. Any experience or knowledge of matters directly affecting the Township of Pennsauken should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed as a New Jersey insurance broker for a minimum of ten (10) years.
2. Must have a minimum of ten (10) years' experience representing New Jersey municipal governments as an insurance broker.
3. Must handle all insurance products required by the Township of Pennsauken.
4. Must have access to various competitive insurance lines.
5. Must have available risk management consultant services as requested by the Township.
6. Must be able to provide consulting services relative to self-insurance programs and other alternative insurance options.

BROKER OF RECORD FOR EMPLOYEE BENEFIT PROGRAM

GENERAL CRITERIA: The Township of Pennsauken desires to appoint a broker of record for its employee benefit programs (such as health, dental, prescription and vision programs). Applicants should demonstrate knowledge and experience in the placement of insurance and alternative benefit programs on behalf of municipal entities with particular experience in areas of cost containment. Any specific experience or knowledge of matters affecting the Township of Pennsauken should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed as a New Jersey insurance broker for a minimum of ten (10) years.
2. Must have a minimum of ten (10) years experience representing New Jersey municipal governments as an employee benefit program broker. Must demonstrate the ability to handle all employee benefit programs required by the Township of Pennsauken.
3. Must have access to various competitive insurance products.
4. Must be able to provide consulting services relative to cost containment and alternative products available to municipal governments for employee benefit programs.
5. Must list past and present municipal entities served as Employee Benefit Program Broker.

REAL ESTATE BROKER

GENERAL CRITERIA: The Township of Pennsauken desires to appoint one or more real estate broker(s) who will represent the Township of Pennsauken's interest in the purchase and sale of real estate. Applicants should demonstrate knowledge of real estate markets in Camden County and more particularly in the Township of Pennsauken. Any experience or knowledge of matters that directly affect the Township of Pennsauken should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to act as a real estate broker for a minimum of ten (10) years.
2. Must maintain a bona fide office in the State of New Jersey.
3. Must have a minimum of five (5) years' experience acting as a broker for real estate transactions in the Township of Pennsauken.

TITLE COMPANY

GENERAL CRITERIA: The Township of Pennsauken desires to appoint a title company or title companies to perform title examinations and to place title insurance when required on behalf of the Township of Pennsauken. Applicants should demonstrate particular knowledge of title issues as it relates to riparian grants and other issues relating to the purchase and development of land along public waterways. Any experience or knowledge of matters directly affecting the Township of Pennsauken should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed as a New Jersey title agent for a minimum of ten (10) years prior to appointment.
2. Must be authorized to act as agent for a nationally recognized title insurance company.
3. Must maintain an office in Camden County, New Jersey.
4. Must demonstrate familiarity with South Jersey closing practices.
5. Must have sufficient access to title examiners, underwriters and other professionals necessary for the performance of all services required by the Township of Pennsauken.

TOWNSHIP APPRAISER

GENERAL CRITERIA: The Township of Pennsauken desires to appoint an appraiser who will provide general appraisal services as required by the Township of Pennsauken. Applicant should demonstrate experience and knowledge of the field of appraisal, particularly as it relates to municipal tax appeals and condemnation issues. Any experience or knowledge of matters directly affecting the Township of Pennsauken should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Applicants must be MAI and SRA appraisers qualified as such for a period of not less than ten (10) years prior to appointment.
2. Must have a minimum of fifteen (15) years experience appraising real property within the County of Camden.
3. Must have a minimum ten (10) years experience in the representation of municipalities in matters before the County Board of Taxation or must have demonstrable experience as an appraiser establishing values for the purpose of condemnation matters on behalf of municipal entities.
4. Must list all past and present municipal clients.

TOWNSHIP PHYSICIAN

GENERAL CRITERIA: The Township of Pennsauken desires to appoint a Township physician who will be a primary resource to provide emergency medical attention as required for employees of the Township of Pennsauken and regular care and referral services for employees injured while in the course of their employment. Applicants should demonstrate knowledge and experience serving as physicians for municipal entities. Any experience or knowledge of matters that directly affect the Township of Pennsauken should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice medicine in the State of New Jersey for a minimum of ten (10) years prior to appointment.
2. Must have a minimum of ten (10) years experience in treatment and care as it relates to occupational health issues.
3. Must have demonstrable experience in dealing with issues particular to the fitness for duty of public employees.
4. Must have sufficient staff to perform all clerical functions required by a municipal entity of its appointed physician.
5. Must have a principal office in close proximity to the Township of Pennsauken, preferably within the Township of Pennsauken for the purpose of providing prompt access for Township employees.
6. Must list all past and present municipal clients.

DIRECTOR OF PUBLIC RELATIONS

GENERAL CRITERIA: The Township of Pennsauken desires to appoint a Director of Public Relations. The applicant should have experience in the publication, production and writing of newspapers as well as abilities to coordinate the promotion of the Township in various other ways including, but not limited to, the use of the public access channel, access to media outlets, etc.

MANDATORY MINIMUM REQUIREMENTS:

1. The Director of Public Relations will need to be qualified to be the editor of the Township publication "ALL AROUND PENNSAUKEN".
2. This individual must be able to plan all the stories for each month's edition as well as report and write cover stories.
3. The Director must be able to edit the newspaper, write headlines, cover local events and be familiar with photography.
4. The Director shall maintain office hours at least two days a week to accomplish all the above-mentioned duties.
5. The Director shall also be able to oversee the public access channel and determine what stories are appropriate as well as assisting in the writing and editing of copy for same.
6. The Director shall accomplish any additional tasks that may be assigned by the Township regarding All Around Pennsauken, the public access channel, and other media issues that may arise regarding the Township, Township events, the Township school system and other similar activities.
7. All candidates must provide a description of past experience working in the field of news media including print and video.

COMPUTER AND COMPUTER NETWORK CONSULTANT

GENERAL CRITERIA: The Township of Pennsauken desires to appoint a Computer and Computer Network consultant who will facilitate the Township's need to maintain Township data and records via computer network systems. Applicants should demonstrate experience and knowledge in the field of computers, operating systems and networking, especially with existing systems operating within the Township of Pennsauken.

MANDATORY MINIMUM REQUIREMENTS:

1. The Consultant will provide above mentioned services to the Township for a minimum of three (3) days per week.
2. The Consultant shall participate as a team member in providing support, training, and knowledge to assist Township personnel in accomplishing their tasks and goals as it relates to the Township's computer systems.
3. The Consultant shall maintain and administer the Township's Network Servers and PCs at the Municipal Building, Public Works, EMS, Fire Bureau, Country Club
4. The Consultant will provide the requested assistance on Computer Systems at the Police Department, Fire Department, Library.
5. The Consultant will provide direction in building Township's Computer Network System. The Consultant shall provide assistance/advice for Software and Equipment purchases.
6. The Consultant shall perform hardware upgrades/repairs or arrange for repairs with vendors.
7. The Consultant shall report to the Township Administrator as requested on status, of the Township's Computer Network system.

COMPUTER AND COMPUTER NETWORK CONSULTANT

PENNSAUKEN POLICE DEPARTMENT

GENERAL CRITERIA: The Township of Pennsauken desires to appoint a Computer and Computer Network consultant who will facilitate the Township's need to maintain Township data and records via computer network systems. Applicants should demonstrate experience and knowledge in the field of computers, operating systems and networking, especially with existing systems operating within the Township of Pennsauken.

MANDATORY MINIMUM REQUIREMENTS:

1. The Consultant will provide above mentioned services to the Township Police for a minimum of three (3) days per week.
2. The Consultant shall participate as a team member in providing support, training, and knowledge to assist Township personnel in accomplishing their tasks and goals as it relates to the Police's computer systems.
3. The Consultant shall maintain and administer the Police's Network Servers and PCs at the Pennsauken Police building.
4. The Consultant will provide the requested assistance on Computer Systems at the Police Department.
5. The Consultant will provide direction in building Township's Computer Network System. The Consultant shall provide assistance/advice for Software and Equipment purchases.
6. The Consultant shall perform hardware upgrades/repairs or arrange for repairs with vendors.
7. The Consultant shall report to the Chief of Police or his designee as requested on status, of the Police's Computer Network system.

-

ANIMAL CONTROL SERVICES

GENERAL CRITERIA: The Township of Pennsauken desires to appoint a fully licensed Animal Control Officer who will facilitate the Township's need to maintain the Township ordinance on animal control. Applicants should demonstrate experience and knowledge in the field of animals, trap neuter, strays and tracking.

- Identify monthly fee and what services that includes. Base fee should include the following:
 - Trap/transport of cats & dogs to either medical facilities or shelter
 - Primary focus on identifying owners of strays whenever possible.
 - Monthly itemized invoice required.
 - Monthly reporting required.
- Identify any fees/services outside of regularly contracted services (ie: wildlife removal/trap/transport)
- Outline regular business hours and fees for any work outside of regular business hours
- Process for after-hours calls (ie: Pager)
- Collaboration with local police and municipal staff, communication with medical facilities and shelter staff
- The Cat Trap Rental program is a separate and additional program, to run 2 days per week from 1pm-5pm.
- Complete oversight and reporting on resident users/tracking/instruction/equipment maintenance must be provided by Animal Control.